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6 November 1950

MEMORANDUM FOR: CIA MANAGEMENT OFFICER

SUBJECT: Proposed T/O [REDACTED]
[REDACTED]

1. The current T/O of the [REDACTED] provides for a total of [REDACTED] positions, none of which are concerned with specifications review, packaging, drafting, inspection, and the publication of technical operating instructions. Current plans call for the undertaking of these functions by the [REDACTED] as well as for rapid over-all expansion in the OPC special devices programs.

2. The activities of the Branch have progressed to the point where great quantities of certain technical publications in connection with the research, development, production and use of special devices are required. These publications include contracts and specifications, technical field manuals, catalogs and instruction sheets, as well as reports of research, tests, user trials, and final project evaluation.

3. A full-time Property Officer is required in order to assume accountability for the Branch's property. SSS/PSD has expressed an unwillingness to assume any responsibility for property not stored in its warehouses. The [REDACTED] now has considerable property in scattered locations, for which accountability must be maintained.

4. The five Inspectors in the Specifications and Packaging Section have been requested based upon the assumption that the [REDACTED] rather than SSS/PSD, will perform factory inspections.

5. Sufficient funds to provide for the attached T/O are already on hand in OPC.

6. Your approval of the attached T/O is requested.

[REDACTED]
Chief, Staff III, OPC

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Proposed T/O -

25X1

Position Title

GS Grade

25X1

Chief
Electrical Engineer
Electrical Engineer
Electrical Engineer
Secretary

14
13
11
11
5

25X9

25X1

Total Positions -

~~25~~

approved with changes indicated.

25X1

*Chief, Class & Wage Admin. S&D.
11 Nov 1950.*

Present T/O

25X9

Proposed T/O

25X9

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